

ROUTING AND TRANSMITTAL SLIP

Date

11 October 1983

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Records Management Officer, DDA		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

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DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

STAT <input type="text"/> (Post)	Room No.—Bldg.
Chief, OC/OL/IMC	Phone No. <input type="text"/>

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

OC/OL/IMC-M83-060
11 October 1983

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MEMORANDUM FOR:

Records Management Officer, DDA

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FROM:

Chief, Information Management Center, OC/OL

SUBJECT:

Annual Records Inventory

Attached is the annual records inventory for the Office of Communications for FY-83.

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Attachment: As stated

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: Chief, Records Systems Branch, RMD			FROM: DDA/OC (Directorate and Office)		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 2320	CUBIC FEET 2036	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			0	0	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			51	51	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.,			2627	2627	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 1142	/// ÷ 7 =	163	
	Audio Tapes	1328	/// ÷ 20 =	66	
	Video Tapes	2186	/// ÷ 7 =	312	
	Disc Packs	54	/// ÷ 2 =	27	
	Word Processing Magnetic Tapes	0	/// ÷ 72 =	0	
	Word Processing Magnetic Cards	///	78 ÷ 6 =	13	
	Magnetic Diskettes 5 1/4"	///	0 ÷ 5 =	0	
	Magnetic Diskettes 8"	///	241 ÷ 2 =	120	
	Paper Tapes (on reels)	0	/// ÷ 72 =	0	
	6. MICROFORM RECORDS	Reels	NUMBER (16mm) 0	NUMBER (35mm) 2126	16mm ÷ 84 =
				35mm ÷ 54 =	39
Aperture Cards		///		8 ÷ 6 =	1
Microfiche		///		23 ÷ 6 =	4
7. TOTAL VOLUME ON HAND (1 through 6) *This includes OC/ED-Library 707 Feet of Reference material which came under OC control in July				5459 *	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				4415	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	1044
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				687	

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FORM 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

DATE _____

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

EQUALS ONE CUBIC FOOT

Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"=.4	6"=.5
7"=.6	8"=.7	9"-10"=.8	11"=.9	12"-1.0